



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

GARDENER SUPERVISOR I
GARDENER SUPERVISOR II

Class No. 006310
Class No. 006315

■ CLASSIFICATION PURPOSE

Supervises, plans and oversees skilled and/or complex horticultural activities.

■ DISTINGUISHING CHARACTERISTICS

Gardener Supervisor I:

This is the entry-level class in the series. Under direction, Gardener Supervisor I's are working supervisors, which direct all ground keeping activities at a single site of a major county facility.

Gardener Supervisor II:

This is the highest class in the series. Under direction, Gardener Supervisor II's oversee and supervise ground keeping activities at several facilities. This class differs from the next higher class, Facilities Support Manager, in that the latter plans, schedules, directs, and coordinates facility maintenance programs requiring the deployment of various craft and maintenance crews.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Gardener Supervisor I

Essential Functions:

1. Plans, coordinates, and inspects work of subordinates.
2. Supervises the work of planting, cultivating, fertilizing, pruning, weed abatement, watering, and care for ornamental trees, shrubs and plants.
3. Prepares landscape plans for small and large installations.
4. Provides advice on landscaping, planting, and tree removal.
5. Determines and initiates methods to be used in caring for ornamental trees, shrubs and plants.
6. Supervises the control of pests and plant disease.
7. Supervises the care and renovation of lawns.
8. Supervises the care and propagation trees, shrubs, and plants from seeds or cuttings.
9. Ensures that tools and equipment are maintained and used in a safe and prescribed manner.
10. Supervises and provides safety and general training to skilled and unskilled assistants.
11. Estimates work and orders supplies.
12. Oversees and inspects contracted gardening and tree trimming work.
13. Requests soil and plant analysis to determine treatment or enrichment needs.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Gardener Supervisor II

Essential Functions:

All the duties listed above and:

1. Responds to calls for emergency service due to fallen trees, broken irrigation lines, etc. at county facilities.
2. Prepares work progress reports.
3. Completes monthly pesticide report for State of California.
4. Conducts annual pesticide training to meet state requirements for maintenance of Restricted Materials Permit.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Characteristics, including propagation, of a wide variety of plants, trees, shrubs, and grasses.
- Reading and interpreting landscape schematics plans and blueprints.
- Plant propagation.
- Sprinkler and irrigation systems.
- Laws and regulations governing pesticide application, training and reporting requirements.
- Methods of soil analysis, conditioning, and preparation.
- Use and proper application of soil and plant treatment chemicals, fertilizers, and mulches.
- Proper irrigation techniques.
- Layout, maintenance, and repair of sprinkler systems.
- Methods and practices of landscape maintenance of trees, shrubs, ground covers, lawns, and bedding plants.
- Use and maintenance of power mowers, cultivators, garden tractors and other power and hand gardening tools.
- Supervision and training principles and techniques.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to both classes:

- Design, lay out and prepare sketches of landscaping for new areas.
- Read and interpret landscape plans.
- Assign work and train subordinates.
- Read, understand, and interpret oral and written instructions.
- Add, subtract, multiply and divide whole numbers and fractions, compute percentages and ratios, figure areas and properly mix chemical solutions and compute project costs.
- Interpret and work from specifications, blueprints, and plans.
- Estimate time, materials, and equipment for various jobs.
- Effectively communicate orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Gardener Supervisor II (in addition to the above):

- Supervise sprinkler and irrigation systems work.
- Perform pesticide training and inspection.
- Maintain records and order supplies.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Gardener Supervisor I:

1. Two (2) years of experience at the level of a Gardener II with the County of San Diego AND one (1) year of experience supervising others in the performance of gardening, grounds keeping or landscape work; OR
2. One (1) year of experience at a level equivalent to a sprinkler/irrigation systems technician AND one (1) year of experience supervising others in the performance of gardening, grounds keeping, or landscape work; OR,
3. Thirty (30) semester units of course work in nursery and landscape technology, horticulture, or a closely related field AND three (3) years of full-time experience performing all duties described above AND one (1) year of experience supervising others in the performance of gardening, grounds keeping, or landscape work.

Gardener Supervisor II:

1. Associate's degree from an accredited U.S. college or university or certified foreign studies equivalent in nursery and landscape technology, horticulture, or a closely related field AND:
 - a. One (1) year of experience at the level of a Gardener Supervisor I with the County of San Diego; or,
 - b. Two (2) years of experience at a level equivalent to a sprinkler/irrigation systems technician AND two (2) years of experience supervising others in the performance of gardening, grounds keeping, or landscape work; OR,
2. Thirty (30) semester units of course work in nursery and landscape technology, horticulture, or a closely related field, AND four (4) years of full-time experience performing all duties described above, AND two (2) years of experience supervising others in the performance of gardening, grounds keeping or landscape work.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Essential functions require the frequent use of hands when operating various equipment. Incumbent is frequently required to sit, stand, stoop, walk, squat, and bend and twist neck and waist. Frequently required to grasp, reach above and below shoulder level, and lift and carry equipment and supplies weighing up to 50 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.

Certification/Registration

Possession of a Qualified Applicator's Certificate (Category B) for Landscape Maintenance issued by the State of California, Department of Pesticide Regulations at the time of appointment.

Working Conditions

Incumbent will frequently work in the office and outside in wet surroundings with loud noises from equipment such as mowers, blowers, etc. in a setting of low and high temperatures accompanied with dust, and/or fumes. Requires handling or working with toxic/hazardous substances.

Subject to weekend work and emergency call back.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: December 23, 1974 (Gardener Supervisor I)
May 24, 1978 (Gardener Supervisor II)
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Gardener Supervisor I (Class No. 006310)
Gardener Supervisor II (Class No. 006315)

Union Code: CM
Union Code: MM

Variable Entry: Y
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